



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: SENIOR CASHIER (Provisional* Appointment)

SALARY: \$29,564 - \$37,801 annually

LOCATION: Monroe County Department of Finance

PROPOSED JOB SUMMARY:

This is a senior level clerical position responsible for receiving and maintaining records of receipts and disbursements for a variety of funds and accounts. This position is distinguished from the lower level title Cashier by virtue of being responsible for developing and maintaining reports such as status reports, and by the limited amount of counter work performed in receiving cash fees and payments. The employee reports directly to, and works under the general supervision of a Head Cashier or other higher level staff member. General supervision may be exercised over Cashiers or other clerical employees. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Five (5) years paid full-time or its part-time equivalent experience as a cashier involving record keeping responsibilities, or as a bookkeeper, financial records clerk, or bank teller; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree with a minimum of twelve (12) semester credit hours** in Mathematics, Accounting or Finance, plus three (3) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**Candidates qualifying under option B above must submit a student or official college transcript with their applications.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

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Send Civil Service Application to:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET – ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: October 29, 2015

Posting Deadline: November 16, 2015

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.